

ASSISTANT CHIEF

Direct Supervisor: Fire Chief

Requirements: Firefighter 1 & 2. Preferred EMR or above. 5 years of experience. Minnesota Class "D" driver's license. Clean driving and criminal records

Desired Qualifications. NFA Leadership Series. Fire Officer 1 and Instructor 1

In the event not enough candidates are available under the Minimum Requirement Guidelines, the department may deviate from the guidelines at their discretion.

If a deviation from the Minimum Guideline Requirements is made, the applicant must have met all minimum requirements with 2 years.

Job Summary:

Working under the general and technical supervision of the Chief, performs responsible supervisory and skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; pre-fire planning; equipment checks, tests and maintenance.

Scope of Responsibility:

The Assistant Chief provides general and technical supervision to lower ranking personnel.

Essential Duties and Responsibilities:

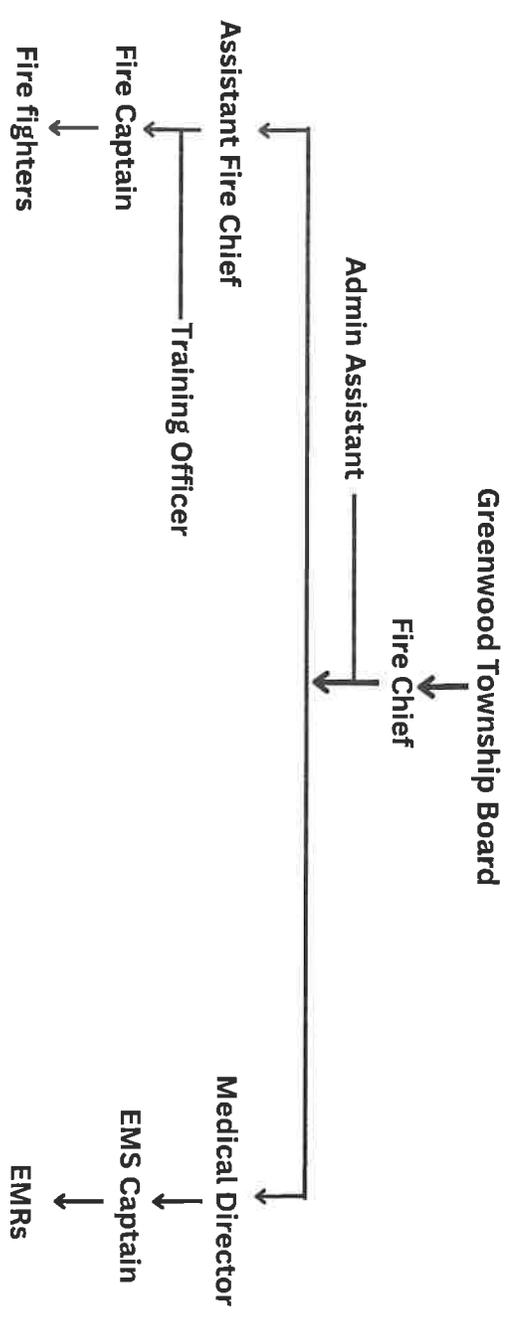
1. Provides supervision of all assigned fire department staff
 - 1.1 Assigns and monitors work for assigned personnel, provides direction and counsel to correct or improve performance, recognizes and encourages outstanding performance and demonstrates by personal example the highest standards of conduct and performance.
 - 1.2 Recommends personnel actions including interviewing and selection, rewards and discipline; applies and enforces Township and department rules, regulations, policies, and procedures; communicates Township and Department policies and procedures to employees so that each will have a clear understanding of expectations; coordinates supervisory actions with superiors and other captains to maintain fairness and uniformity within the fire department; provides input for new or revised policies and procedures
 - 1.3 Maintains accurate records in accordance with departmental procedures and policies
 - 1.4 Recognizes problems promptly,

- 1.5 Encourages and solicits input from members to improve effectiveness of services; utilizes the full skills of department personnel in the most cost effective manner possible; and maintains a favorable working climate.
2. Performs fire and emergency medical duties in order to safely and efficiently operate the department
 - 2.1 Responds to fire, medical or other emergencies with a company and on arrival assumes command and directs operations as incident commander as provided for in department procedures and until relieved by Chief; evaluates and implements fire attack and rescue tactics
 - 2.2 Provides medical assistance within the scope of fire department practice as an EMR or above.
 - 2.3 Anticipates activities or events that may adversely impact the fire department and takes appropriate actions
 - 2.4 Prepares accurate verbal and/or written reports on shift activities, performance, accomplishments and problems for senior officers in accordance with departmental procedures
 - 2.5 In the absence of the Chief, the Assistant Chief shall be responsible for the operation of the fire department
 - 2.6 Prepares detailed written reports concerning fire, medical, and other emergencies, and shift activities utilizing personal computers with word-processing or spreadsheet software
3. Directs the inspection and maintenance of fire and emergency medical vehicles as well as buildings and grounds and related equipment to assure that they are ready for instant use when needed and that Department assets are preserved
 - 3.1 Oversees and maintains the cleanliness, appearance, and emergency readiness of the fire station, equipment, apparatus, grounds, buildings, and personnel
 - 3.2 Directs and participates in the re-equipping of fire department vehicles and apparatus, including necessary cleaning, testing, or minor repairs
4. Plans and conducts training and drill sessions as assigned or directed by the Fire Chief
5.
 - 5.1 Attends and participates in, Town Board Meetings as necessary, company and departmental training drills and sessions in all areas of fire service operations; may advise in training exercises
 - 5.2 Participates in pre-fire and post-fire sessions with officers and other firefighters
6. Participates in initial arson investigation by preserving evidence and noting the location and condition of related objects upon entry into a burning building; provides verbal or written summaries of facts to the Fire Marshal, as needed
7. Promotes and maintains positive working relationship between members.

8. Attends and participates in departmental training drills and sessions in all areas of fire service operation as mandated by National Fire Protection Agency and OSHA.
9. May supervise other EMS Services at times of the emergency.
10. Performs other duties as assigned

Fire Department

EMS Department



revised 2/17/2026

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